DDA 74-4058

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9 OCT 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Advisory Group Annual Report

1. This report summarizes the activities of the DDA Advisory Group for the Fiscal Year 1974.

2. The Group was established on 2 July 1973 as a forum for continuing dialogue between senior management and employees. It is composed of nine members--one from each DDA office and one from the Administration Career Service. Under the original guidelines, the purpose of the Group was to study issues and problems affecting the Directorate and to make recommendations for improvement. While suggestions from employees were to be welcomed, the Group was instructed to avoid personal grievances.

3. During the first year, the Advisory Group altered its operating procedures. As a result of advertising its existence and interactions with Directorate management, the Group has become involved with not only more but broader concerns. Consequently, new procedures have been devised to handle this increase in activity. Issues or problems are now screened in an effort to determine appropriate action. In addition to this screening activity, the Group submits recommendations to DDA for his consideration in the form of brief memoranda. This represents a departure from prior approaches to the Group's activity in which a number of in-depth research reports were submitted. These changes have permitted the Group to focus its efforts on a greater number of priority issues having Agency-, Directorate-, and office-wide impact.

4. Obviously, not every item considered by the Advisory Group resulted in a demonstrable change in policies or functioning of the DDA. A number of issues covered and investigated by the Group did not culminate in a suggestion for action to the DDA. In the majority of these cases, investigation showed that efforts were being made elsewhere to satisfy the particular need. In other cases, the issue was brought to the attention of the Group by an outside party, and discussion within the Group indicated the issue

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was not of significant magnitude to warrant further discussion. In these cases, the employee who brought the issue to the attention of the Group was informed of the decision. However, the importance of these items should not be underemphasized, since in many cases AAG investigation of the issue stimulated interest and action on the part of the responsible component or individual.

5. Attachment "A" represents a selected summary of items considered by the AAG in FY-74.

ADMINISTRATION ADVISORY GROUP

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ADMINISTRATION ADVISORY GROUP

Selected Summary -- FY-74

ATTACHMENT A

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1. Publicizing of Promotions and QSI's. The publicizing of promotions and QSI's in the DDA was recommended and adopted to alleviate the whispering campaigns which followed most promotion cycles. People are motivated by seeing their name in print and being complimented by their fellow workers for their accomplishments. The publication of promotion lists eliminates embarrassment caused some employees by the "rumor mill" when congratulations are extended to personnel who have not been promoted. This is in keeping with the Agency's general desire to recognize employees' achievements.

2. Review of the Agency Regulatory System. The AAG undertook to review the time involved to revise Agency regulations. As a result of this review, AAG recommended that deadlines be established to coordinate and authenticate regulations; that the DDA be designated as the authenticating officer to expedite publication; and that authority be delegated to the DDA to disseminate handbooks pertinent to DDA operations without DDO approval. The AAG's recommendations were considered but were not adopted.

3. The QSI Program. The AAG proposed that the Quality Step Increase (QSI) Program be reviewed with consideration given to:

a) Substituting an equivalent lump-sum payment for special achievement in lieu of the more costly step-increase.
b) Retaining the step-increase and including the lump-sum payment for special achievement.
c) Revising the regulations to include additional guidelines and standards to assist supervisors and Heads of Career Services in making recommendations for QSI's.

The proposal was reviewed by the Director of Personnel who recommended that the Agency continue with the present QSI program.

4. VIP Unit Price. The Voluntary Investment Program (VIP) produces for employees who participate in the program quarterly reports showing their contribution, unit price, units purchased and total units owned. Between these reports, no information was available concerning the unit price. The Group suggested that the bi-weekly unit price which is computed every payday be posted on the bulletin boards. This suggestion was implemented.

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5. Control of DDA-Designated Positions in Other Directorates. The AAG believes that the DDA should have primary control of its positions, not only at Headquarters, but overseas as well. The current practice of other Directorates controlling DDA-designated positions constrains DDA career planning of personnel resources. The DDA offices were asked to comment on changing this practice. Most of the responses were opposed to such a change for reasons of organization and budget. The present procedure was retained.

6. Honor and Merit Awards. Considerable research was performed by AAG members on the use and misuse of the Agency's Honor and Merit Awards program. This research revealed that promotions and QSI's are often the only incentives considered by supervisors. The Honor and Merit Awards program is sometimes ignored until an outstanding employee nears retirement, when he or she is finally nominated. This study resulted in the publication of Headquarters Notice ([redacted] STATINTL encouraging the use of the Agency's award program "as STATINTL soon after occurrence as possible."

7. Publication of General Interest Information in Unclassified Format. The Agency publishes much unclassified information of a general interest nature which employees could share with their families, such as: Tips on Conserving Gasoline, and the Medical Newsletters. Because these bulletins were printed on CIA letterhead employees did not feel free to take them home. The AAG suggested that such information be published in an Agency-sterile format.

8. Applicant Processing Procedures. Of particular concern in this area was the handling of specially recruited applicants, the length of time required for processing, and the poor image this projected to prospective employees. A recommendation was submitted to the DDA that a study be made of the entire process with a view towards improving the system.

9. Drug and Alcohol Abuse and Prevention Programs. The AAG became concerned about the Agency drug and alcohol abuse program. The Group recommended the Agency define and make known its policy on drug and alcohol abuse, that more stringent standards be considered for dependents going overseas and such programs as the half-way house program in STATINTL [redacted] be evaluated. The recommendations were given to the DDA.

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10. Space Problem. The AAG was asked to consider the problem involved with consolidation of office space made available due to cutbacks in personnel. The AAG recommended the establishment of a working panel of senior representatives from each directorate. The panel would resolve the relocations and space allocations on a priority basis. The panel recommendations would be forwarded to the Agency Management Committee. AAG also offered several recommendations for better utilization of existing space. This proposal was not considered feasible by higher management.

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11. Overtime Compensation for Certain Employees in Vietnam [redacted]. In response to a query from an individual who had served in Vietnam, an investigation was made of overtime compensation for certain employees in Vietnam and [redacted] The group discovered this question had been resolved through official Agency channels and so advised the employee. The employee was satisfied and no further action was taken.

12. Items for the Official Bulletin Board. The AAG submitted to the DDA a proposal to publish information on the Official Bulletin Board in the form of one-liners under the caption, "Did You Know That:". Information on new regulations, reminders of existing policy, changes in training criteria, etc. would be stated briefly, followed by the office and telephone number where full details could be obtained.

13. Bloodmobile Program for Rosslyn Area Employees. Employees who wish to do donate blood must go to Headquarters, wait in line, and then regain their strength prior to departing via shuttle bus for Rosslyn again. It was recommended that a bloodmobile be scheduled for Rosslyn or that employees from outlying areas be given preferential treatment because of the time away from the office. After discussion with OP it was suggested that the employee submit an "Employee Suggestion."

14. Redundancy and/or Excessive Distribution of Computer Printouts. The Group discussed ways to reduce the redundancy and/or excessive distribution of computer printouts. In researching this problem with OJCS, the Group found that OJCS semiannually prepares a list of computer printouts and sends these to the involved office. The using office then reviews the list and informs OJCS of deletions. The Group passed this information to the DDA with the recommendation that OJCS follow up on the listings to make certain the office verify need for the report.

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15. CIA Exhibits Displays. The AAG proposed to the DDA that the CIA "in-house" displays put on by the Fine Arts Commission be shown to the general public in either the Science and Technology building of the Smithsonian Institution, or the Library of Congress. The purpose of the displays would be primarily educational with an eye toward public relations and long-term recruitment. Some of the ideas for displays included:

a) The award-winning drug display.
b) The Cuban missile crisis display.
c) A display showing commercial applications of products currently on the market that CIA originally engineered (c.s., Xerox Telephonic copying, metal detectors for airport use, etc.)
d) A CIA books and publications display showing our contributions to the President and other government agencies.

16. Suggested Format for Office Reviews. A verbal request was made by the DDA as to the most desirable format for office reviews (conferences). After reviewing several agendas, the activities which occurred, and discussing with personnel who attended the various reviews or conferences it was recommended that the three-day conference in the Office of Finance format was the most desirable.

17. AAG Publicity. The AAG discovered from its contacts that the purpose of the Group was not well understood by DDA personnel. In order to clarify the purpose of the Group a memorandum to all DDA careerists was drafted. Included in the memo was a statement by the DDA defining the functions of the group. The names of the advisory group members were also listed. The DDA memo was issued on 21 May 1974.

18. Cover for PSD Bus Stop. An employee recommended that a cover for the bus stop located in front of OL/PSD be constructed. Upon investigation we determined that a cover had already been contracted for by OL/LSD. The employee was informed and the action considered complete by AAG.

19. Office Name Changes. The AAG received a suggestion requesting some method or central place be established where office names, initials, phone and room number changes are either recorded or cleared to end the confusion caused by reorganization or office moves. This action was passed on to the DDA for whatever action was deemed appropriate.

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20. Casual Dress Code. In response to the necessity of conserving energy, guidelines went out to the various government agencies in the spring of 1974 recommending changes in office temperatures. Many agencies responded by implementing what was called a "casual dress code" relaxing either prescribed or traditionally accepted standards of dress so employees would feel more comfortable. This Agency went along with the changes in temperature regulations, but did not formally make a statement concerning a casual dress code. The AAG felt management should make a statement concerning acceptance of this code. Management felt a relaxation of the dress code to a more casual situation was acceptable, but administration of same was very difficult. The preference was to let the situation take a natural course allowing standards to relax by way of grapevine communication rather than by formal edict from DDA position. AAG concurred with this interpretation.

21. South Cafeteria Exterior Picnic Area. An employee complained that the picnic area immediately outside the South Cafeteria was left each day in an untidy condition. There were trays, dishes, condiments, and trash left over the area. This problem was referred directly to OL/LSD, and the situation was corrected.

22. GSI Cafeteria Complaints. Several employees have asked the AAG to review items of concern effecting the cafeterias at Headquarters. These items including audit of prices, quality of food, etc. were referred to the Cafeteria Committee, the established channel for these complaints.

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